Before a teacher is commissioned by the Board of Home -Mission four Certificates are required .

1st. One as to membership in a Presbyterian , or Reformed (Dutch) church.

2nd. One as to Education . and ability as a teacher .

3rd. One as to good health, and strength forthe work, from some accredited Doctor.

4th. One from the Presbytery as to adaptation to doing real missionary work.-The school is intended by the Board of Home -Missions as a wedge for the entrance of the gospel . There is much work to be done outside of the school -room . A Sunday -School is to be maintained , if possible. Sometimes Sewing , or Reading or Singing Classes are held to advantage, or religious Services are kept up on Sundays , and on some week-day evening.

For such varied duties a consecrated heart is required , and tact and common sense as well . A note in regard to such qualifications from the Pastor of the applicant will answer until such time as the Presbytery meets.

The Womans Executive Committee of Home-Missions having the School -department under its special care, and feeling much responsibility in regard to the money given for the work, has found it necessary to make it a rule , that if a teacher is married, or otherwise leaves the work within three years after receiving commission, the money for travelling expenses to the field is to be refunded.

F. E. H. Haines &c.

1883.

Woman's Exc. Comtee of Home-Missions -
23 Centre St. New-York. July 4/84 -

Dear fellow-worker,

Having occasion on account of being away from home (D.V.) the rest of the summer, to write special directions to some of the new teachers accepted for work this fall, I think some of those who have experience on mission ground may still like to have a clearer understanding of some of the rules and duties in question - To save time, I copy, by electric pen, a part of what was written to one of those hoping soon to enter service, and I beg pardon of any of the dear friends who may receive this, if they find in it nothing but what they knew before - In a general letter intended primarily for beginners, what is said cannot well be adapted to each special case -

Your salary will be $4-50 a year, payable once in three months, upon receipt at our Office of your Quarterly Report -

"Blanks" for these Quarterly Reports will be sent you with your Commission - It is easy to fill out a "Blank", for it is arranged for this in convenient form -

On the inside page, give the list of any money you may receive for tuition of children, or of donations toward your School - Then another list of current expenses such as for rent - fuel - cleaning, lights etc.. This account will be made up to you, if plus, or credited on your salary to any amount minus your possible receipts on the spot -

In case more tuition money is paid you than will cover the current expenses of the School, you are to have $50 a year of it; additional to the $4-50 we provide you - (Tuition from relatives of pupils is here meant.)

But we want to have an account in full sent here, as above stated of all the money that comes into your hands.

Address your Quarterly Report to Rev. Henry Kendall, D.D. 23 Centre St. New-York city. N.Y.

I do not at this date know who the Synl Missionary and Supt. of our Schools this year will be. You are to consult him freely, and fall in cheerfully, I trust, with any plan he may adopt for securing regular information from your School - You are to follow his advice as to text-books - and methods of instruction, - reporting here however any thing you may like to suggest regarding any matter that concerns the interests of your School, or yourself personally -

While we hope that your being on Mission-ground will draw the hearts of your friends toward the work to be done there, any contribution they may make to it must pass thro our Treasury, in order that the Society or individual donor may have credit for it in our printed reports. Of course any one is at liberty to make you a personal gift - but it is important to have anything intended for the School reported to us in some way, so that we may know when the wants at any particular place are supplied. We do not like to have a teacher soliciting donations toward some improvement, as for instance some "building", or additional rooms at her Mission, unless such building or other improvement has been brought before our Comtee in New-York - and is approved by the Board of Home-Missions.

I want always to hear from you freely and confidentially, in addition to your Quarterly, and more official reports.

During my absence, you will find in Miss S. A. Dyer at our Office, a friend warmly and thoroughly interested in your work.

Copying parts of this letter saves much re-writing, on my part, and yet to each one, separately, as each particular name comes to mind, I feel like sending loving and personal Christian greeting. It is the Lord Himself who is "knitting our hearts together in love" in this blessed privilege of special service for Him. We may not meet "face to face" in this present life; but in Christ we have the sure hope of doing so, when in His more immediate presence; and even here, as we seek to make Him known, we know that He is near, according to His word. He is with us by the Holy Spirit to give that wisdom and guidance and comfort - which we all so much need. Do not be discouraged if immediate success does not seem to attend your efforts. God has said "My word shall not return unto me void, but shall accomplish that whereunto I send it". We know that this Mission work is His own. We undertake it by His express command; and we are just to follow patiently, perseveringly, as He opens the way, leaving results in His care.

Some ask "what are the special duties required?" While the ultimate aim is to introduce the gospel into the darkened homes and hearts among the Mormons, Mexicans, Indians, freedmen and elsewhere the first thing looking toward this is to teach a good and attractive day-school; then as opportunity offers, visiting in families in a spirit of true Christian courtesy and interest, often does great good -

A work is very much what a worker makes it. It is difficult to define particulars. Tact and good judgment must be constantly exercised. Sometimes, classes for singing, or sewing, or reading can be held in the evening to advantage. But I entreat you to guard against any worldly conformity which may injure your influence for good. "A city that is set upon a hill cannot be hid." With even good motives, even a Missionary teacher, in order to show herself friendly may be led to join in amusements of questionable character. This is a delicate point upon which to touch. May the Lord Himself make His will very plain to us, and "deliver us from Evil."

There are some Rules you may like to understand. We pay, as known to you already, your traveling expenses from your home to your appointed station, or from one mission to another, should a change be made. Fare by direct route only allowed.

Your Commission dates from the time you leave home, deducting any visits paid on the way.

If you leave work before the end of three years, on account of marriage, or any other reason, except one beyond your control, as your own protracted illness, we expect you to return to us the money paid for your traveling expenses to the field.

If you remain in the work three years, and then wish to spend your vacation at the East, we would pay your traveling expenses back to your field.

If you should continue in the service of the Board of Home-Missions five years, we would pay your traveling expenses both ways. with the understanding of course in such case that you continue in the Mission work afterwards, as before.

Rent, and current expenses of a school are to be paid out a teacher's salary. Besides entering such items in your Quarterly Reports, send a copy to Secy of Ws Exc. Com^tee of Home-Missions.

Be careful to send on the Quarterly Reports regularly. We have known of teachers complaining to Societies interested in them, that their salaries were not paid. when the fault was their own, in neglecting to forward their Quarterly Reports promptly.

Please make your complaints known here at Head-quarters first. We are earnestly desirous of having your rights maintained, and comfort provided for.

If you hear of "scholarships" taken in your school, this does not mean the money is to be sent you as an extra gift. The money given for a "Scholarship" helps us meet the expenses of your school. It

is something as when in any school the tuition or board of any scholar is paid by parents or friends. In our case it is done by Societies. In the case boarding pupils you are to put the cost for each one in your Quarterly Report and also send copy as above requested to our Com^tee. The money we receive for "scholarships" will help meet this account.

I think you understand that "scholarships" are to be numbered, and you kindly are to keep our Secretary posted as to the name and age of child you place on each number, and any items of interest, also notify her promptly when any change is made. This will enable her to answer questions from Societies or Sunday Schools.

Send word when any clothing is needed for your scholars, specifying just what kind.

Write also as to school-supplies, in the way of books, Maps, slates, writing-books etc. and furniture. Such information will help us secure money from Societies to pay for the purchase of such articles, which is usually made in bulk, at reduced rates. Such wants must be made known by you to the Supt of schools, and if approved will be attended to by him.

During my absence, letters to me will be answered by Miss F. A. Dyer. They may be addressed to me or to her, as usual at 23 Centre St. New York city. N.Y.

Let Miss Dyer know what "newspapers" or Magazines you receive from friends, so that she may write to have some sent, that are sometimes offered to us, for reading-rooms, or for teachers personally.

If you do not receive the "Presbyterian Home-Missionary" regularly every month, please write to Mr. C. L. Eaton at 23 Centre St. about it. It is his wish and intention that you should be supplied with a copy of this paper gratis.

Now I must close, wishing you every blessing such as our Father in Heaven alone can give.

Believe me truly and affect^ly yr. friend

F. E. H. Haines Sec.

MATRON.

The position of Matron is very important, in some respects more so than that of teacher. Our Boarding Schools are largely Industrial in order that the pupils may learn right ways of living. It is the Matron's duty to instruct the pupils ~~how~~ to properly perform the various duties of the household, ~~not merely~~ by precept ~~but~~ by example as well as.

So far as possible we desire the pupils to ~~perform~~ do the work, but emergencies may require that the Matron should perform ~~tasks~~ Labors which do not usually fall to her share. No one should apply for this position who is not willing to work with the pupils when necessary as well as direct their Labors.

TO OUR MISSIONARY TEACHERS.

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Dear fellow-workers:-

Whether you are in service already, or proposing to engage in Home Missions, this little Manual comes to you, not as containing cold, iron-clad Rules, but rather as defining for your convenience and ours, the form into which, after several years experience, the Mission School work in this country undertaken by our Presbyterian Church, has crystalized.

This work is, as you know, by order of the General Assembly, under the direct control of the Board of Home Missions. To the Woman's Executive Committee of Home Missions is committed the raising of money for its support, and the care of the many details connected therewith.

The teachers are women principally, and between them and the women employed as Secretaries of the Woman's Ex. Committee, there should be free exchange of opinion, and of course more intelligent sympathy, than if these teachers in their far off and sometimes isolated fields, had merely official correspondence with the Board of Home Missions. Nevertheless it is needful, as in every association, to have very regulations adopted, and clearly stated, that the work may be done systematically.

Occasionally these regulations may seem severe in individual cases, but we are convinced, dear sisters, they are needed, taking the work as a whole. It is very precious money that is given into our charge; and we cannot allow any mere personal considerations to affect our use of it. It is for the evangelization of our land, for the glory of Christ, and for many other consequent reasons, that donations often at great sacrifice, come into our Treasury.

In the varied circumstances in which each teacher finds her

self it is impossible to specify very exactly the details of your work. It is much what each worker makes it. "Let this mind be in you which was also in Christ Jesus." If we are "willing and obedient" He "will teach us His way." "The meek will He guide in Judgment." We are "to observe all things whatsoever I have commanded you." Let us all yield ourselves up as instruments at His command.

Receive then this little Hand-Book in the spirit in which it is sent to you, with the assurance of our sincere and personal interest in each one of you individually.

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QUALIFICATIONS.

The qualifications needed are of various character, having reference not alone to proper education and mental training, nor even to the spiritual graces emphatically important, but also to the matter of good health, education and experience, efficiency, good temper, and good manners, enabling one to work comfortably with others.

~~Ability to sing, and to play on the organ is usually required. As one of our workers has said.~~ The main points to be thought of are health, education ~~and~~ ability and piety.

1.- Health. Not the first requisite, but of vital importance. A ~~lady~~ woman whose health seems impaired and failing has no right to expect improvement, even with change of scene and climate, when embarking upon new and hard duties. We have known delicate women who were good teachers, but they are rare exceptions.

2.- EDUCATION:- Not so much the amount as the quality. Not "higher education," in the sense given to the phrase in our journals and magazines, but ~~"lower education,"~~ that which is thorough in the rudi-

ments, thorough in training and thorough in discipline. A Normal School training is very desirable; a knowledge of music, with a good voice, almost indispensable.

3.- ABILITY:- By this we mean what goes with a well-balanced mind- a certain brightness and tact, mother-wit, some would call it, or a practical common sense, the power of overcoming obstacles, of rising above difficulties, of meeting objections, of being strong without being strong-minded.

4. PIETY:- It is assumed that an applicant for a missionary teacher's place has this first qualification. Yet there are some things to indicate, even on this point.

The ardor of first love, a gushing enthusiasm, even a fiery zeal will not carry one through. There must be a deep love for the Redeemer, a ~~self-renouncing~~ sacrificing spirit, a consecration of life; there must be the chastened temper, the wisdom of meekness, the sweetness of peace and joy.

A Missionary teacher should be a diligent student of the Bible, not so much committed to "theories," or "views," or "renderings," as to obedience to its teachings under the guidance of the Holy Spirit and the church represented.

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APPLICATIONS.

Application for the work of a Home Missionary teacher should be made in a spirit of prayer and self-denial, and after much careful consideration. First of all there should be entire consecration to the work of love to the Lord Jesus; the one object in view being His glory through the winning of souls.

Letters of application should be sent to the Woman's Executive Committee. P.O.Box 1988, 280 Broadway, New York City, N.Y.

It is best, even in the first inquiry, to send the name of Pastor, and of other friends to serve as References.

The following official Certificates are required by the Board of Home Missions before accepting and Commissioning a teacher.

1.- One of membership in a Presbyterian Church.

2.- One from some School-Board or authority as to good education experience and ability as a teacher.

3.- One from some accredited physician as to good health and strength for the work.

4.- One from the Presbytery as to Christian character and adaptness to the work of a missionary.

In advance of a meeting of the Presbytery, a letter from a Pastor will answer pro-tem for Certificate No. 4. In case a Home Missionary is not to teach in the school-room, but to be a Matron, or to be engaged in some department of house- keeping, Certificate No. 2 is not required, but one in regard to her practical knowledge of the household arts in question is to be sent in place of it.

A Commission dates from the time of leaving home for the field, allowing for a direct journey only.

It is expected that all teachers or other workers entering upon the school-work of the Board will continue in service for at least three years. Should any teacher marry or otherwise retire from the service of the Board before the expiration of three years, she will be expected to refund the amount paid for traveling expenses, unless satisfactory reasons for the retirement can be given.

QUARTERLY REPORTS.

"Blanks" to use for these Reports will be sent to each teacher with her Commission. It is important that one of these should be filled out according to items specified in the Blanks, by every teacher, whether alone ~~or~~ in a place, or engaged in a School with others, even if in a department outside of the School-room.

A list of current expenses, as for fuel, lights, cleaning, rent and slight repairs must be included in Statements given. Also an account of any money received for tuition of pupils, or of money coming direct to a Mission teacher from Societies of friends.

RULE of BOARD of HOME MISSIONS:-

The Superintendents and Teachers in each school receiving aid from the Board, are <u>Required</u> to render an itemized account of the expenses of the school, together with a statement of their receipts from tuition and other sources <u>every quarter</u>.

Italics

RULE: All supplies of school facilities, such as desks, school books, furniture &c, shall be purchased only by requisition upon the Board.

RULE 3. No buildings shall be erected, or repairs made, involving pecuniary expense, without first obtaining leave of the Board.

A statement is also to be given of donations of various kinds received on the spot, or in Boxes or packages coming from a distance.

A duplicate list both as to money and donations is always to be sent to the Woman's Executive Committee.

(The above does not relate to gifts made by friends to a teacher personally.)

Every Quarterly Report is to be certified as correct by a minister located at or near the Mission School.

The Quarterly Report is to be addressed to Rev. Drs Kendall & Irvin
~~Roberts~~, Secretaries of the Board of Home Missions, P. O. Box 1938, 280 Broadway, New York City, N. Y.

When the quarterly report is received, Mr O.D. Eaton the Treasurer will attend to the Payment in accordance with the following -

RULE OF BOARD; You are required, at the end of every quarter from the date of your Commission, to forward to the Secretaries a full and accurate report of your labors; noticing in detail the various departments of your work, and the various encouragements and trials therewith connected, together with any facts or suggestions that may be of service to the Board, or of interest to the Churches.

On the receipt of your quarterly report, the amount of compensation for the quarter, as determined by your Commission, shall be regarded as due; AND AS SOON AFTERWARDS AS THE FUNDS WILL WARRANT, a check for that amount will be forwarded to your order.

In order that a teacher may have money in hand for board-bill etc. on arrival at her field, $50 in advance on her salary will be paid, at that time, if asked for .

As the traveling expenses to the field are paid, the teacher is required to keep an itemized list of her expenses on the journey, and send back the same to the Treasurer of the Board. This account should include freight, not express charges upon Boxes.

A trunk must weigh only 150 pounds. Any expense incurred by visits, or unnecessary steps by the way, must be met by the teacher herself. Expenses are allowed by the direct route only. Money received by a teacher over and above her traveling expenses as above specified will be credited as paid upon her salary.

Rent and current expenses of the School are not deducted from a Teachers Salary. An itemized account of these Expenses should be presented to Mr. O. D. Eaton Quarterly -

7 Any inquiries as to salary, of complaints as to non-payment of the same, should be addressed to Woman's Executive Committee.

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VACATIONS.

~~If~~ a teacher is permitted one month's absence from her field during the Summer, If she desires a longer absence, it is expected that she will write to the Woman's Executive Committee in advance for permission. The work is not that of a school-teacher alone:- it is that of a missionary, to be kept up all through the year.

Attendance on meetings of Presbytery, and of the Teachers' Association, also occasional visits to associate teachers are gladly allowed by the Woman's Executive Committee, without previous notice being required.

Teachers granted a vacation may write to Mr. Eaton for permits for one half fare rates on R. Roads, especially when going back to the West. Those going East can usually obtain permits nearer a Mission.

If a teacher, except in Alaska and California, remains in continuous service for three years, her traveling expenses back to the field will be paid by the Woman's Executive Committee.

If a teacher remains five years in continuous service, her traveling expenses will be paid both ways, in case she returns to her mission work.

Special arrangements will be made in case of Alaska teachers.

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DUTIES and REGULATIONS.

A missionary teacher is not only to perform her school duties, but, in every suitable and courteous way try to become acquainted with the people, particularly the families of her pupils, making her influence for good felt in every way in her power. The school is intended as a means for the entrance of the gospel. Much work is to be done outside of it. A Sunday-School is to be maintained if possible. In the absence of a minister, other services on Sunday as well.

Sewing schools, Singing and Reading Classes have proved of advantage in many places, ~~already occupied~~.

A Mission School must be opened with Prayer; and Singing, if possible. The Bible is to be read, and used as a text-book. Also the Shorter Catechism.

Due notice must be given to the Woman's Executive Committee by a teacher ~~of her intended marriage, or~~ if for any ~~other~~ reason ~~for~~ she decides to leave ~~quitting~~ the Mission work.

Organs, Sewing Machines, or Articles of any kind sent by Societies or friends to a Mission-station, unless specified as for sole personal use of a teacher, belong to the Mission; and in case of her leaving, must be left, with an inventory, for the use of her successor.

Where two or more teachers are engaged in a school the one designated by the Woman's Executive Committee as such is to be the Principal - with duties as usually understood -

Uniform text books, recommended by the Woman's Executive Committee, are to be used.

Due respect must be paid to the advice of the minister. Also to that of the Synodical Missionary whose plans should be carried out, and to whom any wants of the School are to be made known, as

well as to the Woman's Executive Committee.

Teachers are earnestly requested to write freely and confidentially on all matters pertaining to their work, to the Secretaries of the Woman's Executive Committee. If they have any complaints to make it is ~~hoped they will make them~~ expected that these shall be made known first to the Woman's Executive Committee, who ~~will try satisfactorily~~ are usually able to adjust all difficulties, and who, in any case, know more about these matters than friends and local societies.

Purchase of property, ~~new~~ or additions to Mission buildings must not be made without permission from the Woman's Executive Committee and the Board of Home Missions.

Application for help in making additions to a building, enlargement of a Mission, or to meet special needs must not be made to local societies or friends, until said object is first approved by the Woman's Executive Committee and the Board of Home Missions.

RULE OF BOARD. Resolved. That in ordinary cases where there are rooms or buildings in connection with our Mission Schools, which can be used for household purposes, the Teachers ~~occupying~~ ~~such premises~~ shall have the prior right to the same, and that Missionaries and Teachers occupying such premises shall be charged reasonable rent.

RESOLUTIONS in regard to BOARDING PUPILS in MISSION DAY SCHOOLS.

1. Resolved:- That a teacher of a Day School be limited to not more that two Boarding scholars.

2. No child to be received as a Boarding-scholar in any case without application to, and consent of the Board of Home Missions and the Woman's Executive Committee.

3. No teacher shall ~~solicit~~ money for board, or for clothing for any such scholar, without the consent of the Woman's Executive Committee.

4. Not over $75 a year to be allowed for the board of any scholar.

5. Teachers shall give ~~in their regular~~ Quarterly ~~Reports,~~ a brief statement concerning such bearding Scholar, including Bill for its board during the Quarter.

6. Societies are to send all money for support of said Scholars thro' the Woman's Executive Committee.

A Missionary teacher shall not engage in dancing, card-playing, nor in any amusement ordinarily considered questionable on the part of a Christian.

She stands in a dark place, representing before her pupils and others in the community what the life of an earnest Christian woman should be, and she should particularly careful to do ~~doing~~ nothing to bring dishonor upon the Master's cause. ~~In order to do this,~~ not only is faithful instruction in the truths of God's word ~~necessary~~ to be given also, but the example of a consistent Christian life, ~~giving offense in nothing, doing nothing which may bring dishonor upon the Master or cause his enemies to rejoice.~~

A teacher must strictly set apart each Lord's day for publicly worshiping God, teaching the word, or otherwise honoring Him in Christian service, not forgetting the rest necessary for her own well being. She must abstain from unnecessary labor and avoid worldly recreation of every kind that is in any way unbecoming a child of God. See Isa. lviii., 13,14.

Letters written to Societies and Bands are most helpful in keeping up interest, but the teacher must not undertake too much of such correspondence, working late at night or to the injury of her health.

Attention must be given to due exercise.

Teachers desiring Magazines and papers for herself, or for use in her work, should write to the Woman's Executive Committee.

It may lighten labor for a teacher to record in a Note book items of interest, extracts from wheth could be used in writing to Societies and Bands.